

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 24, 2008

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TITLE:	Administrative Assistant
POSITION NO:	13051
LOCATION:	Disability Services Division, Billings
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,149 - \$25,188 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 7, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: The Montana Vocational Rehabilitation Program (MVR) offers an array of services to individuals with disabilities. This position is part of the MVR team providing service to customers. This position is responsible for performing clerical, administrative and paraprofessional work as part of an overall frontline service team and at times be the receptionist for the Billings Regional Office. Specific duties include case record management (e.g., processes documentation for Social Security presumptive eligibility certification; contacts consumers for follow-up information; maintains personnel records on all Blind & Low Vision Services team personnel; maintains records to track consumer equipment loans/inventory; and prepares files for storage/disposal and obtains or sends files from archives or other offices as appropriate), administrative (e.g., schedule and confirm appointments and meetings; types or transcribes letters, case

reports, and other documents; phone reception; and maintain office supplies and forms), and accounting/budgeting (e.g., processes authorizations and purchase orders; manages demo equipment and travel budget; generates financial reports; and clears all encumbrances/expenditures on budget at the end of each fiscal year).

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of general office principles and procedures; filing systems; standard record management and retention procedures; medical terminology; spelling, composition, and grammar; generally accepted accounting principles (GAAP); and computer fundamentals including Microsoft Word, Outlook, Excel, and basic Internet navigation.

Skills: Skill in the operation of computer equipment and software; basic office equipment, including calculator, copying machine, fax, TDD, postage machine, transcriber, and multi-line telephone; establishing and maintaining routine working relationships with the public, co-workers, vendors, and customers; performing routine mathematical calculations; and personal communication, diplomacy, and teamwork.

Abilities: Ability to organize and prioritize workload; display initiative and flexibility in performing a wide variety of tasks simultaneously; and maintain confidentiality and adhere to privacy laws and policies; ability to work effectively as part of a team and also independently with minimal supervision; demonstrate attention to detail; and work and communicate with elderly individuals, people with disabilities, etc.

EDUCATION/EXPERIENCE REQUIRED: High School diploma or GED **AND** one year receptionist/clerical/secretarial experience including computer skill in word processing, data entry, case management, spreadsheet applications, and using the internet. One or two year degree (Associate's) in office management or clerical field may substitute for the required experience. Other combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The

- required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts (if applicable) for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
 4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Administrative Assistant
Position: #13051
Location: Disability Services Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience performing office reception duties and operating a multi-line telephone system.